

ORDERS PLACED IN TAP

TAXPAYER ACCESS POINT (TAP)

(Placing Orders)

Go to the TAP website at <https://tap.dor.mt.gov/#1>

(you can add this site to your favorites)

You must be registered before trying to Login.

Type “Username” and “Password”

“Click “Login”

The screenshot shows the Montana Taxpayer Access Point (TAP) website. At the top, there is a header with the Montana Department of Revenue logo and the text "Taxpayer Access Point" and "Montana Department of Revenue". Below the header, a large banner reads "Welcome to Taxpayer Access Point (TAP)".

On the left side, there is a "Menu" section with links: Home, Back, Help, TAS, and Toggle Log. Below the menu, it shows "RunDate: 03-Feb-2014" and "Last Request: 176ms".

The main content area is divided into four categories, each with a list of services:

- Individual** (represented by an image of a hand typing):
 - File a Return
 - Retrieve a Saved Return
 - Make a Payment
 - Where's My Refund
 - Add Power of Attorney
 - Login Features
- Business** (represented by an image of a meeting room):
 - Add Power of Attorney
 - Request Account ID
 - File PT-AGR
 - File PT-STM
 - Login Features
- Unclaimed Property** (represented by an image of cash):
 - Search for Unclaimed Cash
 - Retrieve a Saved Claim
 - Track Your Claim Status
 - Quick Claim Letter
 - What You Will Need
- Liquor** (represented by an image of liquor bottles):
 - Vendor Calculator
 - Vendor Calculator - UP
 - License Search
 - Server Training Submit
 - Server Training Search
 - Login Features

On the right side, there is a "LOGIN" section with a "Forgot my Password" link. It includes fields for "Username" and "Password", a "Login" button, and an "Authorization Code" field. A red arrow points from the "Business" category to the "Login" button.

Below the login section, there is a "SIGN UP FOR ACCOUNT ACCESS" section with links: "Benefits of Signing Up", "Who Can Use TAP Login?", and "Tax Types Available on TAP". A "Sign up Now!" button is also present.

Click your "Liquor Account I.D." to access orders

Taxpayer Access Point  **Montana Department of Revenue**

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 03-Feb-2014
Last Request: 915ms

View My Profile
Add Access to Another Account

NAME S AND ADDRESSES
Montana Tax Number
Balance
Legal Name
DBA Name
Location Address
Mailing Address


ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ LETTERS²²⁰

MY ACCOUNTS¹

Account ID	Account Type	Name	Frequency	Address	Balance
LIQ	Agcy Liq Str		Weekly-Wed		

This will bring up the "Processed and Pending Customer Orders" screen. Click on "New Order" or "Change Order" (which is an existing order) for the needed filing period located on the Web Liquor Order screen.

NEW ORDER

Taxpayer Access Point  **Montana Department of Revenue**

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 04-Feb-2014
Last Request: 654ms

View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment

Account ID: LIQ


Processed and Pending Customer Orders

Invoice	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coup
	New Order	10-Feb-2014	31-Jan-9999	NEW			
213534		03-Feb-2014		Confirmed			
213476	Order Details	27-Jan-2014	28-Jan-2014	Shipped			Invoice/Coup
213343	Order Details	13-Jan-2014	14-Jan-2014	Shipped			Invoice/Coup
213279	Order Details	13-Jan-2014	14-Jan-2014	Shipped			Invoice/Coup
213128	Order Details	06-Jan-2014	07-Jan-2014	Shipped			Invoice/Coup
213043	Order Details	30-Dec-2013	30-Dec-2013	Shipped			Invoice/Coup
212935	Order Details	23-Dec-2013	23-Dec-2013	Shipped			Invoice/Coup
212827	Order Details	16-Dec-2013	17-Dec-2013	Shipped			Invoice/Coup
212727	Order Details	09-Dec-2013	10-Dec-2013	Shipped			Invoice/Coup

To view, Double Click **"Change Order"**. A **"Change Order"** (existing order) may be Back Order items that have been received and reserved. You add to this order.

CHANGE ORDER

Taxpayer Access Point



Montana Department of Revenue


Menu **Log Off**
Home
Back
Help
TAS **Toggle Log**
RunDate: 03-Feb-2014
Last Request: 1078ms
View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment

Account ID: LIQ
Processed and Pending Customer Orders

Invoice	Order Detail	Filing Period	Closed	Status
		12-Feb-2014	31-Jan-9999	NEW
213582	Change Order	05-Feb-2014		Confirmed
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped
213394	Order Details	15-Jan-2014	15-Jan-2014	Shipped
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped
213265	Order Details	15-Jan-2014	15-Jan-2014	Shipped
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped
213163	Order Details	08-Jan-2014	08-Jan-2014	Shipped
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped

After clicking on "New" or "Change" it takes you to the "Web Liquor Order" screen. The pick date will be selected for you. You can change the Pick Date for the following week's order by selecting the drop down arrow on: (1.) Pick the Pick Date for your order and choosing your date.

Click on [Place/View/Change Liquor Order](#) to update or place your order.

Taxpayer Access Point  **Montana Department of Revenue**

[Menu](#) [Log Off](#) [Submit](#) [Cancel](#)

[Home](#)
[Back](#)
[Help](#)

TAS [Toggle Log](#)

RunDate: 03-Feb-2014
Last Request: 2514ms

SUMMARY

Web Liquor Order Ordering Steps

- 1. Pick the Pick Date for your order**
If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date.

05-Feb-2014

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date
- 2. [Place/View/Change Liquor Order](#)**

Total Number of Bottles Ordered: 0 Total Number of Cases Ordered: 12
Confirmed: 0 Confirmed: 12
- 3. Once your order is complete, please click [Submit to Save](#) and [Submit the order](#) for processing.**
- 4. If you wish to cancel your entire order for this period, please call us before 11:00 A.M. at 1-800-332-6135.**

This brings up your “Liquor Order Table” screen.

The Liquor Order Table is where you place an order. You can search for the item and add or remove bottles or cases by utilizing the green “Filter Box”.

Type the NABCA Number or Item Name in the green “Filter Box” and Click “Enter”. This will bring you to the product item. Type the quantity needed under “Bottles Requested” or “Cases Requested” (highlighted in green).

Liquor Order Table

Order Pick Date: 05-Feb-2014

Total Number of Bottles Ordered: 0 Total Number of Cases Ordered: 17

Type name or item number in green box to search
1 - 50 of 3,744

Requested Total: 3,896.99
Confirmed Total: 2,844.05

[Click Here to View Price Books](#)

Item Id - Item Name	Bottles Req	Confirmed	Cases Req	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
010-003301-75 - PEARL SEASONAL MIXED	0	0	1	0	Special Order Item	120.00	105.45	MyItems
020-000803-75 - COLLINGWOOD 21 YR RYE WHISKEY	0	0	1	0	Special Order Item	286.20	251.50	MyItems
020-000824-75 - GLENMORANGIE 18 YR GOLF VAP	0	0	1	0	Special Order Item	463.80	407.57	MyItems
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	1	0	Special Order Item	150.30	132.08	MyItems
020-001799-17 - CAPTAIN MORGAN ORG SP RUM BARREL	0	0	1	0	Regular Listed Item	177.90	156.33	MyItems

Click on “Bottles Confirmed” and then “Cases Confirmed”. This will bring up the reserved items (bottles or cases depending on what was ordered and now reserved).

Liquor Order Table

Order Pick Date: 05-Feb-2014

Total Number of Bottles Ordered: 0 Total Number of Cases Ordered: 17

Type name or item number in green box to search
1 - 50 of 3,744

Requested Total: 3,896.99
Confirmed Total: 2,844.05

[Click Here to View Price Books](#)

Item Id - Item Name	Bottles Req	Confirmed	Cases Req	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
010-003301-75 - PEARL SEASONAL MIXED	0	0	1	0	Special Order Item	120.00	105.45	MyItems
020-000803-75 - COLLINGWOOD 21 YR RYE WHISKEY	0	0	1	0	Special Order Item	286.20	251.50	MyItems
020-000824-75 - GLENMORANGIE 18 YR GOLF VAP	0	0	1	0	Special Order Item	463.80	407.57	MyItems
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	1	0	Special Order Item	150.30	132.08	MyItems
020-001799-17 - CAPTAIN MORGAN ORG SP RUM BARREL	0	0	1	0	Regular Listed Item	177.90	156.33	MyItems

REMINDER

To return to the full product list, **highlight** the item in the **green filter box** and hit “Backspace and Enter”. The whole product list will appear again. Continue with your order.

Click “Ok” when you are finished with your order (not after each page). Otherwise Click on the page number on the bottom left of the page to go to the next page if not using the filter box.

Liquor Order Table

Order Pick Date

Total Number of Bottles Ordered:

Total Number of Cases Ordered:

[Click Here to View Price Books](#)

Type name or item number in green box to search

1 - 50 of 3,540

Filter							
Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items	
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	0	0	Special Order Item	MyItems	
020-003655-75 - HERRADURA SILVER TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
020-003657-75 - HERRADURA REPOSADO TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
040-002299-10 - EARLY TIMES MINT JULEP	0	0	0	0	Special Order Item	MyItems	
100-004046-75 - ABERLOUR A'BUNADH	0	0	0	0	Special Order Item	MyItems	
100-004096-75 - ARDBEG SINGLE ISLAY 10 YR	0	0	0	0	Special Order Item	MyItems	
100-004111-75 - ARDBEG UIGEADAIL	0	0	0	0	Special Order Item	MyItems	
100-004125-75 - ARDMORE SINGLE MALT SCOTCH	0	0	0	0	Special Order Item	MyItems	
100-004356-75 - BALVENIE DOUBLEWOOD 12 YR	0	0	0	0	Regular Listed Item	MyItems	

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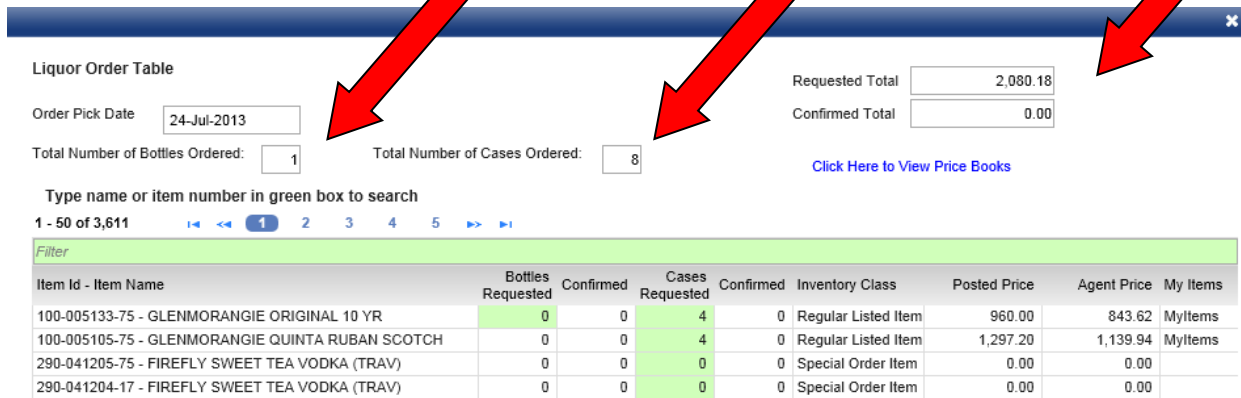
OK

Cancel

FILTER BOX

11296							
Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items	
110-011296-75 - CROWN ROYAL	0	0	0	0	Regular Listed Item	MyItems	

The Liquor Order Table keeps a running total of your Bottles, Cases, Requested Total and Confirmed Total.



Liquor Order Table

Order Pick Date: 24-Jul-2013

Total Number of Bottles Ordered: 1 Total Number of Cases Ordered: 8

Requested Total: 2,080.18
Confirmed Total: 0.00

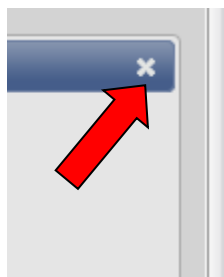
[Click Here to View Price Books](#)

Type name or item number in green box to search

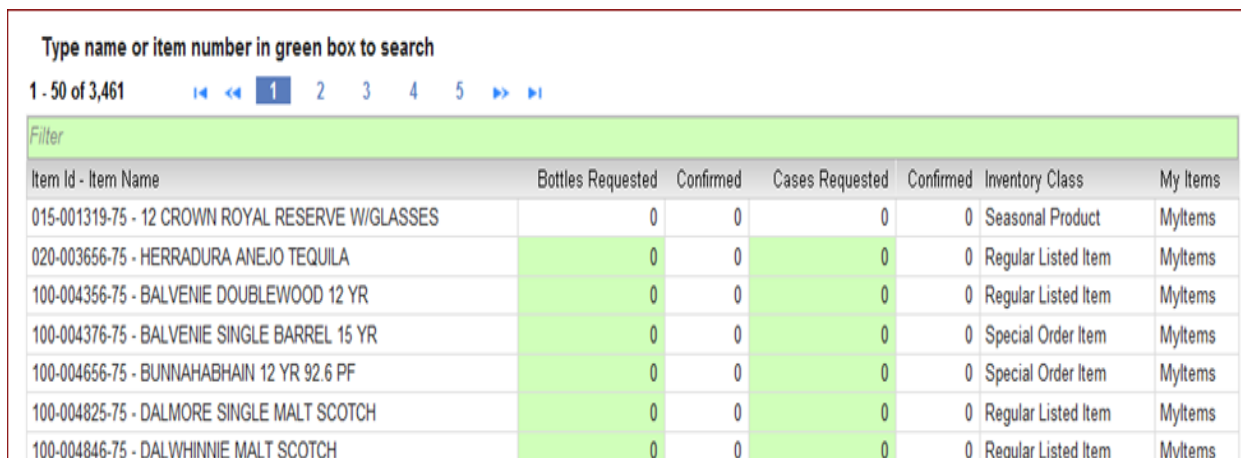
1 - 50 of 3,611

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
100-005133-75 - GLENMORANGIE ORIGINAL 10 YR	0	0	4	0	Regular Listed Item	960.00	843.62	MyItems
100-005105-75 - GLENMORANGIE QUINTA RUBAN SCOTCH	0	0	4	0	Regular Listed Item	1,297.20	1,139.94	MyItems
290-041205-75 - FIREFLY SWEET TEA VODKA (TRAV)	0	0	0	0	Special Order Item	0.00	0.00	
290-041204-17 - FIREFLY SWEET TEA VODKA (TRAV)	0	0	0	0	Special Order Item	0.00	0.00	

If you click the “X” in the upper right-hand corner to cancel your changes, you may lose your order. **If you need to cancel your order, please call Helena to cancel for you.**



Any items you ordered in the **last year are classified as “My Items”**. These items stay on your order for a year. If you don’t order the product in a year’s time it will drop off. If you order the item regularly it will always be on your order form and any first time ordered item will automatically become a “My Items”. The TAP product item list is identical to your hard copy.



Type name or item number in green box to search

1 - 50 of 3,461

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items
015-001319-75 - 12 CROWN ROYAL RESERVE W/GLASSES	0	0	0	0	Seasonal Product	MyItems
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems
100-004356-75 - BALVENIE DOUBLEWOOD 12 YR	0	0	0	0	Regular Listed Item	MyItems
100-004376-75 - BALVENIE SINGLE BARREL 15 YR	0	0	0	0	Special Order Item	MyItems
100-004656-75 - BUNNAHABHAIN 12 YR 92.6 PF	0	0	0	0	Special Order Item	MyItems
100-004825-75 - DALMORE SINGLE MALT SCOTCH	0	0	0	0	Regular Listed Item	MyItems
100-004846-75 - DALWHINNIE MALT SCOTCH	0	0	0	0	Regular Listed Item	MyItems

Bottles or Cases Requested means the product you are requesting on your order. **Confirmed** means the product has been reserved for you.

Item Id - Item Name	Bottles Requested	Confirmed	Repackable?	Cases Requested	Confirmed	Inventory Class
101 - 005332 - 75 - JOHNNIE WALKER GOLD LABEL	1	1	Yes	0	0	Special Order Item
351 - 048116 - 75 - HENNESSY VSOP COGNAC	3	3	Yes	0	0	Special Order Item
355 - 051036 - 75 - ASBACH URALT BRANDY	0	0	No	1	1	Special Order Item
385 - 053616 - 75 - CAPTAIN APPLEJACK 100 PF	0	0	No	1	1	Special Order Item
450 - 065121 - 05 - GRAND MARNIER LIQ 80 PF	12	12	Yes	0	0	Special Order Item
475 - 064446 - 75 - BERENTZEN APFELKORN	0	0	No	1	1	Special Order Item
010 - 001371 - 05 - BACARDI MULTI-FLAVORED PACK	0	0	No	0	0	Special Order Item
020 - 003657 - 75 - HERRADURA REPOSADO TEQUILA	0	0	Yes	10	0	Regular Listed Item

When you are done changing items to your order, Click the “OK” button at the bottom right corner on any Liquor Order Table page. If your order isn’t in by 4:00 a.m. the morning of your order, TAP will not generate the order. We can manually change the filing date but the pricing date will be different.

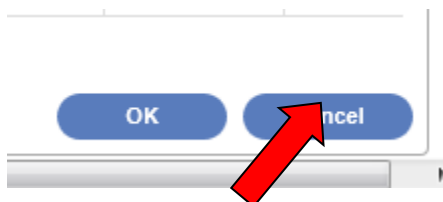
You can go back as many times as you need to make changes BEFORE 10:50 A.M. ON YOUR ORDER DAY.

100-005061-75 - GLENLIVET FRENCH OAK RES 15YR	0	0	0	0	Regular Listed Item	MyItems
100-005075-75 - GLENLIVET ARCHIVE 21 YR	0	0	0	0	Special Order Item	MyItems
100-005078-75 - GLENMORANGIE ASTAR SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005086-75 - GLENLIVET NADURRA 16 YR SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005103-75 - GLENMORANGIE LASANTA SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005105-75 - GLENMORANGIE QUINTA RUBAN SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005133-75 - GLENMORANGIE ORIGINAL 10 YR	0	0	0	0	Regular Listed Item	MyItems
100-005136-75 - GLENMORANGIE SINGLE MALT 18 YR	0	0	0	0	Special Order Item	MyItems
100-005246-75 - HIGHLAND PARK 12 YR 86 PF	0	0	0	0	Regular Listed Item	MyItems
100-005278-75 - ISLE OF JURA PROPHECY SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005280-75 - ISLE OF JURA SUPERSTITION	0	0	0	0	Special Order Item	MyItems

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OK Cancel

If you click the “CANCEL” button in the lower right-hand corner you will lose your order. If you have submitted your order and then need to cancel your order, please call Helena to cancel for you.



REMEMBER:

Always Click the “Submit” button to SAVE changes and to submit your order

Taxpayer Access Point  **Montana Department of Revenue**

Menu **Log Off**

Home
Back
Help

TAS **Toggle Log**

RunDate: 03-Feb-2014
Last Request: 760ms

SUMMARY

**Web Liquor Order
Ordering Steps**

1. Pick the Pick Date for your order

If the Pick Date (not submit date) above falls on a holiday,
please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. Place/View/Change Liquor Order

Total Number of Bottles Ordered: 0	Total Number of Cases Ordered: 17
Confirmed: 0	Confirmed: 12

3. Once your order is complete, please click Submit to Save and Submit the order for processing.

4. If you wish to cancel your entire order for this period, please call us before 11:00 A.M. at 1-800-332-6135.

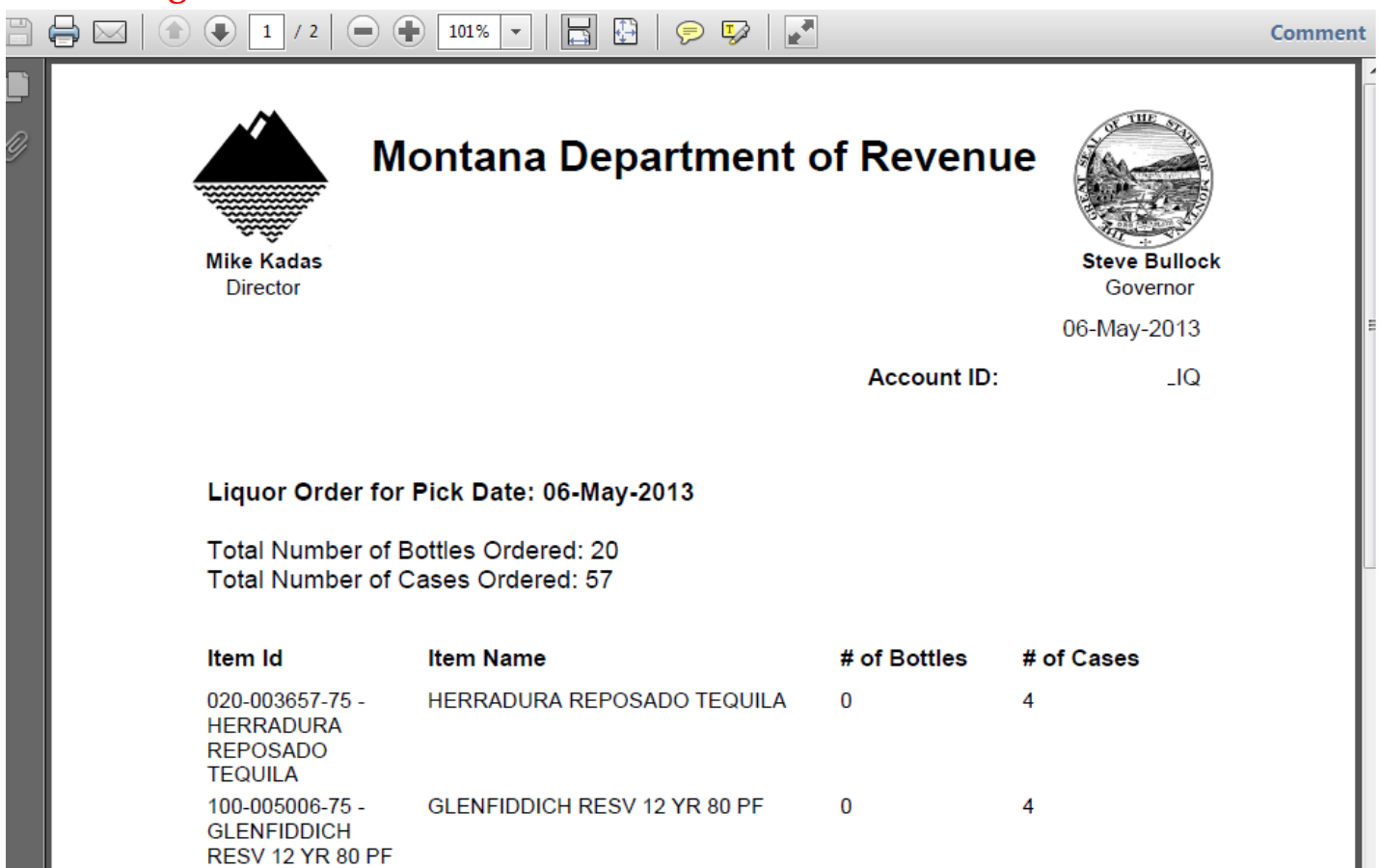
Submit **Cancel**

This takes you to the "Confirmation" screen. **There is a short time delay when you save your changes and TAP updates your account.**



Click on **"View and Print"** for your confirmation.

This is what your Confirmation looks like. Please verify your changes before submitting.



The “Web Liquor Order” screen will give you your total bottles and total cases ordered.

Taxpayer Access Point **Montana Department of Revenue**

Menu Log Off
Home
Back
Help

TAS Toggle Log
RunDate: 03-Feb-2014
Last Request: 1637ms

SUMMARY

Web Liquor Order
Ordering Steps

1. Pick the Pick Date for your order 05-Feb-2014
If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. Place/View/Change Liquor Order

Total Number of Bottles Ordered: 0
Confirmed: 0

Total Number of Cases Ordered: 17
Confirmed: 15

3. Once your order is complete, please click **Submit** to Save and Submit the order for processing.

4. If you wish to cancel your entire order for this period, please call us before 11:00 A.M. at 1-800-332-6135.

Submit **Cancel**

Once the warehouse has picked your order you can Click Invoice/Coupon to see your completed invoice and back orders.

Give us your feedback

Account ID: 003-LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
		27-Feb-2013	31-Jan-9999	NEW	0.00	0.00			
208433	Change Order	20-Feb-2013		Confirmed	8,589.60	7,548.28			
208329	Order Details	13-Feb-2013	13-Feb-2013	Shipped	103,388.20	90,854.45	Invoice/Coupon		Order Confirmation
208243	Order Details	06-Feb-2013	06-Feb-2013	Shipped	114,251.15	100,423.65	Invoice/Coupon		Order Confirmation
208114	Order Details	30-Jan-2013	31-Jan-2013	Shipped	165,855.95	145,749.70	Invoice/Coupon		Order Confirmation
208013	Order Details	16-Jan-2013	17-Jan-2013	Shipped	177,072.80	155,600.46	Invoice/Coupon		Order Confirmation
208013	Order Details	09-Jan-2013	09-Jan-2013	Shipped	125.70		Invoice/Coupon		Order Confirmation
207904	Order Details	09-Jan-2013	09-Jan-2013	Shipped	73,430.40	64,226.44	Invoice/Coupon		Order Confirmation
207805	Order Details	26-Dec-2012	27-Dec-2012	Shipped	20,620.20	18,120.41	Invoice/Coupon		Order Confirmation
207811	Order Details	02-Jan-2013	02-Jan-2013	Shipped	97,785.60	85,931.05	Invoice/Coupon		Order Confirmation
207696	Order Details	26-Dec-2012	27-Dec-2012	Shipped	153,551.00	134,936.01	Invoice/Coupon		Order Confirmation
207592	Order Details	19-Dec-2012	20-Dec-2012	Shipped	191,090.10	167,924.25	Invoice/Coupon		Order Confirmation
207468	Order Details	12-Dec-2012	12-Dec-2012	Shipped	111,803.25	98,249.34	Invoice/Coupon		Order Confirmation

NOTE: Orders placed before your pick date will be processed every night and will have confirmed quantities the next morning. Any changes to a confirmed order will be visible within a few minutes and confirmed quantities will be accurate.

**“Changes” and “Submit” to your TAP order can be made until
10:50 AM on your pick date.**

The TAP “Submit” button must be clicked by 10:50 AM for changes to become effective or the changes will be rejected by the system.

After submitting your order you will receive a Confirmation Number for your order. [Click “Logoff”](#).

